

WPS-PLUS/PC

Getting Started

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Work Processor

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About This Guide

PRODUCT NAME: WPS-PLUS/PC Version 1.0

Welcome to Word Processing with WPS-PLUS

WPS-PLUS/PC is word processing software that runs on the DOS operating system. You use WPS-PLUS to create and work with documents such as letters, memos, and reports.

Purpose of This Guide

The purpose of this book is to show you how to do basic word processing with the WPS-PLUS Editor. You also learn how to print text on a printer and delete text you have stored.

For a list of other WPS-PLUS features, see Lesson 7. For complete information about the WPS-PLUS Editor, see *WPS-PLUS Editor Functions*. For complete information about other WPS-PLUS features such as print settings or UDKs see *WPS-PLUS on PC*.

Audience

This book assumes you have no previous experience with WPS-PLUS or computers. If you have previous experience on other DIGITAL word processors, you will find WPS-PLUS similar to those products.

Prerequisites

See *WPS-PLUS Installation and Printer Tables* for installation instructions. After WPS-PLUS is installed on your system, the *WPS-PLUS Getting Started* is your introduction to WPS-PLUS.

Associated Documents

WPS-PLUS/PC Installation and Printer Tables

WPS-PLUS on PC

WPS-PLUS/PC Editor Functions

WPS-PLUS/PC List and Sort Processing

WPS-PLUS/PC Quick Lookup

WPS-PLUS Glossary

Conventions

ALL CAPS	Identifies a WPS-PLUS editor function. For example: Press ADVANCE PARA means to press the ADVANCE key and then the PARA key.
Dot Matrix	Indicates text that appears on your screen.
Gold x	Means press the Gold key, labeled Num Lock on your keyboard (see the keyboard foldout), and then the function key. For example: Press Gold FILE DOCMT.
Parentheses	Give additional information that helps you find the key to press. For example: Press Gold BOT DOCMT (B) means press the Gold key then the BOT DOCMT key, which is the B key.
Red Type	Shows characters you type or sample responses to prompts.
SHIFT/x	Means hold down the SHIFT key while you press the designated key. For example: Press SHIFT/Down Arrow.
WPS-PLUS	Means WPS-PLUS/PC.

Lesson 1: Introduction

WPS-PLUS lets you create letters, memos, charts, or any other document on a PC, just as you would on a typewriter. The difference is that with an editor (software that lets you type and edit text) you create these documents electronically. As you type and edit, you see your text displayed on the screen of your PC.

The Terminal Screen

As you type, a blinking rectangle or underline called a cursor shows you where the next character will appear on the screen. After you have typed a line, the cursor moves down to the next line.

When you remove text, text from the next line moves up to fill the empty space. As you move the cursor down again, WPS-PLUS readjusts the succeeding lines of text.

The Keyboard

Part of your keyboard (called the main keyboard) looks like the keyboard on a typewriter. Left of the main keyboard are special function keys. Right of the main keyboard is a set of keys called the keypad. You will be using the keypad keys often in word processing.

Editor Functions

Many of the keys on your keyboard have special editor functions. An editor function is a function the software performs when you press a key or keys. For example, to move the cursor to the next word in your text, you press the WORD key.

The keyboard diagram in the back of this book helps you match keys to editor functions. Remove the picture and place it nearby as a guide to the editor function keys.

To display a keyboard diagram on your screen, press Gold H when you are editing text.

Your WPS-PLUS kit also contains keycap stickers. You can affix these stickers to keys on your keyboard to more easily locate the WPS-PLUS functions. Use the keyboard diagram as a guide to placing the stickers.

Single-Key Functions

Some keys such as DEL WORD (for delete word) perform editing functions when pressed alone. Most single-key functions are on the right side of your keyboard.

Gold Key Functions

To use some of the editor functions (called Gold key functions) you need to press the Gold key first, then the function key of your choice.

The Gold key is near the right side of your keyboard at the top.

Each key with gold coloring on the diagram has a Gold key function. For example, to center a line of text you press Gold CENTR (C). That is, you press Gold, then you press CENTR. The CENTR key is the C key.

Most of the keys with Gold key functions are on the main keyboard, but some are on the keypad.

Finding Editor Function Keys

Here are some guidelines to follow as you look for the keys to press.

- When you read a single-key instruction like *Press ADVANCE*, remember that most single-key functions are on the keypad, so look there first on the keyboard diagram for the key to press.
- When you read an instruction like *Press Gold TOP DOCMT (T)*, meaning Press the Gold key, then the TOP DOCMT or T key, find the Gold key first on your keyboard diagram. Use any information in parentheses to locate the function key to press. Use the keyboard diagram when you need help finding a key.

When you need to know what an editor function such as Gold TOP DOCMT does, see the tables in the appendixes of *WPS-PLUS Editor Functions*. Be sure to look under the correct function name. For example, the UNDER LINE function is different from the Gold UNDER LINE function.

Now you are ready to use WPS-PLUS. To format text with the editor functions, you begin by displaying the Document Processing Menu, as explained in Lesson 2.

Lesson 2: Preparing to Use WPS-PLUS

This lesson explains how to start WPS-PLUS.

At this point you should have installed WPS-PLUS on your PC. If you have not installed WPS-PLUS, see *WPS-PLUS Installation and Printer Tables* for instructions.

Starting WPS-PLUS (Diskette-Based System)

To start WPS-PLUS on a diskette-based system:

- 1 Insert the WPS-PLUS SYSTEM diskette (the one you created during the installation procedure) into drive A. This is the diskette you created from the WPS-PLUS SYSTEM distribution diskette and the DOS operating system diskette.
- 2 Turn the printer, terminal, and PC on.

The PC goes through a self-test. When the self-test is complete, you are asked to enter the date.

- 3 Enter the date and press RETURN, then enter the time and press RETURN, or simply press RETURN at the date and time prompts.

The A> system prompt appears.

- 4 Type WPS at the A> prompt and press RETURN.

The WPS-PLUS Document Processing Menu appears. See Figure 1.

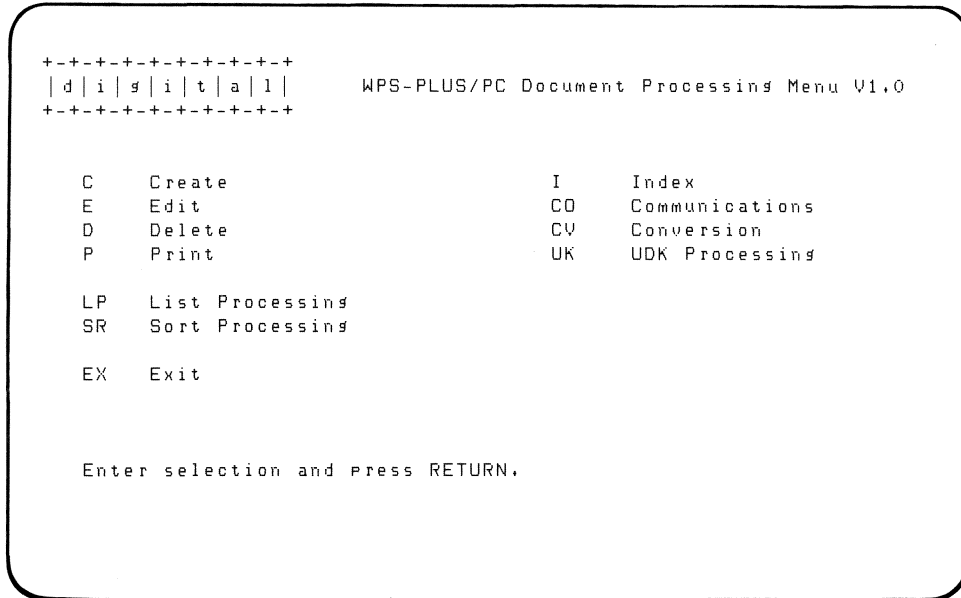


Figure 1 Document Processing Menu

NOTE: If you turn on the PC before the SYSTEM diskette is in the drive, press ALT/CTRL/DEL (hold down ALT and CTRL and press DEL) to get the Date prompt. The ALT, CTRL, and DEL keys are labeled on your PC keyboard.

Starting WPS-PLUS (Fixed Disk System)

To start WPS-PLUS on a fixed disk system:

- 1 Turn on the printer, terminal, and PC.

The PC goes through a self-test. When the self-test is complete, you are asked to enter the date.

- 2 Enter the date and press RETURN, then enter the time and press RETURN, or simply press RETURN at the date and time prompts.

The C> prompt appears.

If WPS-PLUS is installed in a subdirectory, set your default to that location with the CHDIR command. For example, the command CD C:\WPSPLUS sets your default to the \WPSPLUS subdirectory.

- 3 Type WPS and press RETURN.

The WPS-PLUS Document Processing Menu appears. See Figure 1.

What to Do if WPS-PLUS Does Not Start

If WPS-PLUS is not installed when you try to start WPS-PLUS, a message tells you WPS is a bad command or file name. If you receive this message and you believe WPS-PLUS is installed:

- If you have a diskette-based system, make sure the WPS-PLUS SYSTEM diskette is in drive A.
- If you have a fixed disk system, check other directories for WPS-PLUS by changing directories and typing WPS. For example:

```
C>CD \William <RETURN>
C>WPS <RETURN>
```

You can reinstall WPS-PLUS if necessary. See *WPS-PLUS Installation and Printer Tables* for instructions.

Turning off the PC

If you need to turn off the PC before you begin the WPS-PLUS session:

- 1 Remove any diskettes. Replace them in their protective paper envelopes.
- 2 Turn the computer, the terminal, and the printer off.

To protect your diskettes, take them out of the drives before turning the PC off. You can remove diskettes when the red lights on the diskette drives are off.

To make sure the information on your diskettes is not damaged by static electricity, do not rest or store diskettes on the diskette drive unit.

Lesson 3: Creating and Filing a Memo

This lesson shows you how to use several basic WPS-PLUS options and features to create a memo, revise and highlight text, and file the memo.

Begin by displaying the Document Processing Menu. If you need help, see Lesson 2 for instructions.

Creating a Document

To create a memo, follow these steps:

- 1 If you are storing the memo on diskette, place a blank formatted document diskette in drive B. On a one-drive system, the drive is called both A and B.

For information about formatting a diskette, see the documentation for your PC.

- 2 Type C (Create) at the Document Processing Menu and press RETURN.

- 3 If you have a diskette-based system, remove the WPS-PLUS SYSTEM diskette from drive A, and insert the EDIT,PRINT,COMMS diskette as instructed. Press any key when the diskette is in place.

The Create form appears with the cursor in the Document name field.

NOTE: To return to the Document Processing Menu, press EXIT SCREEN.

- 4 Type the document name Summer Plans and press RETURN. Always choose a name that is easy to remember and describes the document clearly. To correct typing mistakes, press RUB CHAR OUT.

WPS-PLUS shows the name in uppercase on the Create form even if you type lowercase letters. See Figure 2.

```

Create

Document name:
SUMMER PLANS <RETURN>

Enter information and Press RETURN.
```

Figure 2 Create Form

When you file the memo, if you have a fixed disk system WPS-PLUS stores the document in the directory where WPS-PLUS is located. If you have a diskette-based system, WPS-PLUS stores Summer Plans on the diskette in the root (top-level) directory on drive B.

You can create your own subdirectories for storing documents. See your PC documentation for information.

To place a document in a subdirectory, include the names of the subdirectories on the path from the root directory to the one you want. For example, if you type `\WPSPLUS\WPSPLUSDOCS\SUMMER PLANS` on the Create form, WPS-PLUS stores a document in the subdirectory `\WPSPLUSDOCS`, one level below the subdirectory `\WPSPLUS`.

If you have a fixed disk WPS-PLUS system, and you want to put a document on a diskette, insert the diskette in a drive. Then include a drive letter before any subdirectory names on the Create form, as in `B:\WPSPLUS\SUMMER PLANS`.

NOTE: If you have changed the Document Index as explained in Lesson 4, you may need to include the drive letter to store the document where desired.

Typing the Memo

After you press RETURN, you see two lines at the top of the screen:

- The dashed line with TOP in the middle indicates the beginning of the document.
- The next line is the ruler. The L and R show the left and right margin settings. The text you type stays between the L and R. The Ts are tab settings at every eighth character position.

Type the following memo as shown. Press RETURN and TAB as indicated.

When you get to the first sentence that begins *In an effort*, do not press RETURN at the ends of lines as you would if you were using a typewriter. You do not have to press RETURN until the end of the paragraph.

If you make a mistake, press RUB CHAR OUT and retype the text.

Lesson 3: Creating and Filing a Memo

```
----- TOP -----
L-----T-----T-----T-----T-----T-----T-----T-----T-----R-
INTEROFFICE MEMO <RETURN>
<RETURN>
TO: <TAB><TAB> Pat <RETURN>
FROM: <TAB><TAB> Robin <RETURN>
SUBJECT: <TAB> Summer Plans <RETURN>
<RETURN>
DATE: <TAB><TAB> April 1 <RETURN>
<RETURN>
<RETURN>
In an effort to expand my horizons this summer, I have arranged to attend two
conferences, two symposiums, and an exposition. I will be gone from May 1 to
September 30. <RETURN>
<RETURN>
This memo outlines my travel plans. It lists the date of the conference, its
location, and the hotel where I can be reached. <RETURN>
<RETURN>
I will be taking my vacation in October. <RETURN>
<RETURN>
```

After you type it, the memo looks like this on your screen:

```
----- TOP -----
L-----T-----T-----T-----T-----T-----T-----T-----T-----R-
INTEROFFICE MEMO

TO:                Pat
FROM:              Robin
SUBJECT:           Summer Plans

DATE:              April 1

In an effort to expand my horizons this summer, I have arranged to attend two
conferences, two symposiums, and an exposition. I will be gone from May 1 to
September 30.

This memo outlines my travel plans. It lists the date of the conference, its
location, and the hotel where I can be reached.

I will be taking my vacation in October.
```

Word Wraps

When you typed the first sentence and came to the right margin, WPS-PLUS automatically moved the word *conferences* to the next line.

When a word is too long to fit on the current line, WPS-PLUS moves it to the next line. This is called wrapping the word or word wrap.

Getting Help

When entering or editing text, you can get Help information about editor functions.

To display a diagram of the editor function keys on your screen:

- 1 Press Gold H (for Help).
- 2 Press the space bar to leave Help and return to the editor.

Adding Text — Cursor Control

When you add text, you first move the cursor to the place where you want to insert the new text. You move the cursor with the distance keys and the arrow keys.

The distance keys used most are LINE, PAGE, PARA, SENT, and WORD. Each key moves the cursor the distance indicated on the key. LINE, for example, moves the cursor one line. If you press BACK UP before pressing a distance key, the distance key moves the cursor backwards. Use the keyboard diagram to find these keys.

The arrow keys are Up Arrow, Down Arrow, Left Arrow and Right Arrow. Each arrow key moves the cursor one character or line in the direction indicated on the key. The four arrow keys are labeled on your PC keypad.

To insert the word *professional* after *my* in the first line:

- 1 Use the keyboard diagram to find the BACK UP and PARA keys on the keypad, to the right of the main keyboard.
- 2 Move the cursor to the line that begins with *In an effort*, by pressing BACK UP once and PARA three times.

The cursor is on the I of *In*.

- 3 Find the ADVANCE and WORD keys on the keypad.
- 4 Press ADVANCE to point the cursor forward. Press WORD until the cursor is over the *h* of *horizons*.
- 5 Type *professional* and a space.

The word *horizons* moves as you type. The line is now too long for the ruler. The words *attend two* are missing.

- 6 Press PARA.

WPS-PLUS rewraps the lines as the cursor moves to the beginning of the next paragraph. The rewrapping process inserts the words *to attend two* at the start of the next line.

This is how the paragraph looks after rewrapping:

In an effort to expand my professional horizons this summer, I have arranged to attend two conferences, two symposiums, and an exposition. I will be gone from May 1 to September 30.

NOTE: Wrapping text after you edit ensures that your document prints correctly. When you finish editing, if you are not sure you have wrapped all new text, press Gold TOP DOCMT (T) (the Gold key, then the TOP DOCMT or T key) to place the cursor at the top of your document, then press Gold BOT DOCMT (B).

Deleting Text

To see how to delete text, delete the words *INTEROFFICE MEMO* as follows:

- 1 Find the Gold key on the keypad, and the TOP DOCMT (T) key on the main keyboard.
- 2 Press Gold TOP DOCMT (T) to move the cursor to the top of the file. You can use Gold TOP DOCMT anywhere in a document to move the cursor to the top. The cursor is now on the I of *INTEROFFICE*.

INTEROFFICE MEMO

- 3 Find the DEL WORD key on the keypad.
- 4 Press DEL WORD twice.

INTEROFFICE MEMO disappears and the text below it moves up.

Replacing Deleted Text

To replace the words *INTEROFFICE MEMO*:

- 1 Without moving the cursor, press Gold DEL WORD.

The word *MEMO* reappears and the *TO:* line moves back down.

WPS-PLUS remembers the last word you deleted when you use DEL WORD, but only one word. Therefore, you can reinsert the last word deleted by pressing Gold DEL WORD. In this example, the word *INTEROFFICE* cannot be recalled.

- 2 Move the cursor to the beginning of the line by pressing BACK UP and LINE and retype *INTEROFFICE* and a space.

Highlighting Text

To add emphasis to words, you can highlight them using underlining, bolding, and uppercase.

Underlining Text

To underline the last sentence of the first paragraph:

- 1 Move the cursor to the beginning of the first paragraph by pressing PARA three times.
- 2 Find the SENT key on the keypad.
- 3 Press SENT to move the cursor to the beginning of the sentence *I will be gone*.

When you press SENT, WPS-PLUS looks for the first character after a period, question mark, or exclamation point in the direction searched.

- 4 Find and press the SEL key. The SEL key is on the keypad.

The diamond-shaped select mark appears and the entire sentence moves down a line.

to attend two conferences, two symposiums and an exposition. ♦
I will be gone
from May 1 to September 30.

- 5 Press WORD until the cursor is over the 3 of 30.
- 6 Press ADVANCE until the cursor is over the period.
- 7 Press UNDER LINE. The UNDER LINE key is one of the keys on the far right of your keyboard.

The words between the select mark and the cursor are underlined, including the spaces. The period was not underlined because only the text to the left of the cursor is affected by the UNDER LINE key.

to attend two conferences, two symposiums and an exposition. I will be gone
from May 1 to September 30.

You can also underline text one character at a time by pressing UNDER LINE for each character.

Bolding Text

Bolding text is like underlining text. For example, to bold the words *hotel where I can be reached*:

- 1 Move the cursor to the second paragraph by pressing PARA.
- 2 Find the Down Arrow key on the keypad.
- 3 Press SHIFT/Down Arrow, then press WORD until the cursor is over the *h* of *hotel*.
- 4 Press the SEL key.

The select mark appears and moves the entire line down.

- 5 Press WORD until the cursor is on the word *reached*.
- 6 Press ADVANCE until the cursor is on the period.
- 7 Press BOLD. The BOLD key is one of the keys on the far right of your keyboard.

The phrase you selected is bolded. The period is not bolded because the cursor was over it.

This memo outlines my travel plans. It lists the date of each conference, its location and the hotel where I can be reached.

You can also bold text one character at a time by pressing BOLD for each character.

Uppercasing Text

To uppercase text, follow the same steps as for bolding, except press UPPER CASE as the last step. You can uppercase characters individually by moving the cursor to the character and pressing UPPER CASE.

Removing Underlining, Bolding and Uppercase

To remove underlining, bolding and uppercase:

- 1 Move the cursor to the beginning or end of the underlining, bolding, or uppercase. Use the arrow keys or the distance keys.
- 2 Press SEL.
- 3 Move the cursor over the area to be changed.
- 4 Press Gold and then UNDER LINE, BOLD, or UPPER CASE.

The text is no longer highlighted.

You can also remove underlining, bolding, or uppercasing one character at a time by pressing Gold BOLD, Gold UNDER LINE, or Gold UPPER CASE for each character.

Filing the Memo

To file the memo, press Gold FILE DOCMT (F).

The cursor can be anywhere in the memo when you press Gold FILE DOCMT. WPS-PLUS saves everything you have typed no matter where the cursor is. A message tells you the document is being filed.

The memo is filed and you can retrieve it by name the next time you need it.

Exiting WPS-PLUS

To exit WPS-PLUS:

Select the EX (Exit) option and press RETURN.

The Document Processing Menu disappears and the system prompt appears.

The next lesson explains how to retrieve and edit the memo.

Lesson 4: Editing the Memo

In this lesson, you edit the memo you created in Lesson 3. This lesson shows you how to change the ruler, locate a phrase, move text to another area, and do other editing tasks.

Using the Document Index

WPS-PLUS has a Document Index feature that lists the documents in a directory. The Document Index also tells you which document is immediately available for editing, printing, or deleting (called the current document).

Before you work on a document, you can set your Document Index to the drive and directory where the document is located and to the name of the document you will work on. If the current document is the one you want, you can edit, print, and delete the document without ever typing its name on a form.

To set your Document Index to a drive, directory, and document name:

- 1 Display the Document Processing Menu, if it is not already on the screen.
- 2 If your document is on a diskette, make sure the diskette is in drive B. Then type I B: (for Index of drive B) at the Document Processing Menu and press RETURN.

If your document is on fixed disk, type I C: (include any necessary subdirectory names after C:) and press RETURN.

If your document is in a subdirectory, be sure to include the complete path name (the drive letter and the names of all subdirectories on the way to the document). For example, I B: \WPSPLUS sets the Document Index to the \WPSPLUS subdirectory on drive B:

WPS-PLUS displays a list of the WPS-PLUS documents (called the index) in the directory indicated.

Your Document Index looks similar to Figure 3.

```
Current Index:      B:\
Current Document:   1 SUMMER PLANS
Search Key:
```

Doc #	Document Title
* 1	SUMMER PLANS

Figure 3 Document Index

- 3 If Summer Plans is already listed as the current document (an asterisk appears before it in the Document Index), either press SHIFT/DO or press EXIT SCREEN to return to the Document Processing Menu.
- 4 If Summer Plans is not the current document, press SHIFT/Down Arrow until the asterisk is next to Summer Plans to designate Summer Plans as the document you want to work on. Press SHIFT/Up Arrow to move the cursor up in the list. Press SHIFT/DO.

WPS-PLUS sets your current index and current document to the directory and document shown at the top of the display.

Now you don't have to type a path name to display the list of documents. Simply type I at the Document Processing Menu.

NOTE: If your current index is set to a subdirectory, such as B:\WPSPLUS\, and you want to set your current index to the root directory, type I B:\ at the Document Processing Menu. The backslash selects the root directory on the drive.

Retrieving the Memo for Editing

To retrieve the memo for editing:

- 1 Enter the E (Edit) option and press RETURN.

If instructed to replace the WPS-PLUS SYSTEM diskette at this point, do so.

The Edit form appears with the current document, Summer Plans, entered in the Document name field. The document number appears before the name. Since Summer Plans was the first document you created, its document number is 1. See Figure 4.

Edit

Document name:

1 SUMMER PLANS

Enter information and press RETURN.

Figure 4 Edit Form

- 2 Press RETURN to accept Summer Plans as the document to edit.

Summer Plans is displayed for editing.

NOTE: If you know the name of the document you want to edit, you can enter the *E* (Edit) option without going through the index first. If the document you want to edit is not listed on the Edit form, type the path name and the document name or number, such as *B:\WPSPLUS\SUMMER PLANS*, and press RETURN.


```

----- TOP -----
L-----T-----T-----T-----T-----T-----T-----T-----R
INTEROFFICE MEMO

```

```

TO:      Pat
FROM:    Robin
SUBJECT: Summer Plans

```

```

DATE:    April 1

```

```

In an effort to expand my professional horizons this summer, I have arranged
to attend two conferences, two symposiums and an exposition. I will be gone
from May 1 to September 30.

```

```

This memo outlines my travel plans. It lists the date of the conference, its
location, and the hotel where I can be reached.

```

```

I will be taking my vacation in October.

```

Changing the Ruler

The next addition to the memo is an itinerary. Because the text will be in column format, the first step is to change the tab settings in the ruler.

Press Gold BOT DOCMT (B) to move the cursor to the bottom of the memo. The new ruler formats the text beginning at this point.

To change the ruler:

- 1 Press Gold RULER (R).

The ruler appears with the cursor over the L.

```

          1          2          3          4          5          6          7          8
-----:---0---:---0---:---0---:---0---:---0---:---0---:---0---:---0---
❖      T      T      T      T      T      T      T      T      T      R

```

- 2 Press WORD to move the cursor to the first tab position. Press the space bar to remove the T. Repeat the process to remove all Ts from the ruler.

- 3 Press BACK UP and WORD, then press ADVANCE to move the cursor to column 5 and type T. (Notice that you do not have to type a capital T.)
- 4 Type Ts in columns 21, 44, and 60.
- 5 Type R in column 75.

Notice that the R at column 79 disappears. WPS-PLUS does not let you have more than one right margin setting.

The ruler looks like this:

```

      1      2      3      4      5      6      7      8
-----:---0---:---0---:---0---:---0---:---0---:---0---:---0---:---0---
L   T               T               T               T               R

```

- 6 Press RETURN to embed the ruler in the memo.

The ruler appears on the screen but does not appear in your printed document.

Type the following additions to the memo. Press TAB to space the entries in the columns. Press RETURN at the end of the lines.

```

L---T-----T-----T-----T-----R---
DATE          CONFERENCE          LOCATION          HOTEL
May 1-31      New Markets          London            Claridge's
June 1-30     Personnel Perks          Paris             Georges V
July 1-31     Encouraging Sales        Victoria, B.C.    Empress
August 1-31   Buying and Testing        Waikiki           Royal Hawaiian
              Quality Products
September 1-28 Avoiding Burn-out        Santa Fe          La Posada

```

Moving a Column

To change the ruler to create more space between the *DATE* and *CONFERENCE* columns:

- 1 Move the cursor back up to the ruler by pressing BACK UP once, then PARA twice.
- 2 Press Gold RULER (R) to display the ruler.
- 3 Press WORD twice to move the cursor to the second T.

- 4 Press the space bar to delete the T in column 21.
- 5 Press ADVANCE to move the cursor to column 24 and type T.
- 6 Press RETURN to replace the previous ruler with this one.

To move the column, press PARA twice to move the cursor to the end of the itinerary. The second column moves to column 24.

Centering Text

To see how to center text, center the words *INTEROFFICE MEMO*:

- 1 Press Gold TOP DOCMT (T) to move the cursor to the top of the document. You can use Gold TOP DOCMT anywhere in a document to go to the top.

WPS-PLUS displays a message telling you it is moving to the top of the document.

- 2 Press WORD, then ADVANCE until the cursor is just past the *O* of *MEMO*.
- 3 Press Gold CENTR (C).

The words *INTEROFFICE MEMO* move to the center of the line. WPS-PLUS always centers text between the left and right margin settings unless you put a different centering point in the ruler.

To move the words back to the left margin, press RUB CHAR OUT.

Locating a Phrase

Use the search keys to quickly locate a phrase. To see how the search function works, follow these steps to locate the word *September*:

- 1 Press Gold TOP DOCMT (T) to move the cursor to the top of the document.

- 2 Press Gold SRCH. The SRCH key is on the comma key.
WPS-PLUS displays a prompt for the search phrase.
- 3 Type September and press ENTER. You do not have to type the S as a capital letter.


```
Enter search string:  
September <ENTER>
```


You see a message that says WPS-PLUS is searching for the phrase. The cursor moves to the first occurrence of *September*.
- 4 Press Gold CONT SRCH. The CONT SRCH function is on the period key on the main keyboard.

The cursor moves to the second occurrence of *September*.
- 5 Press Gold CONT SRCH (Continue Search) again.

Because you have reached the last *September* in the document, WPS-PLUS notifies you that the phrase could not be found. Press any key to continue.

Moving Text

WPS-PLUS has cut and paste functions that allow you to delete text and move it to another location. Or you can make a copy of the text to move, without deleting the text.

To see how cut and paste works, move the line beginning *I will be taking* to the end of the memo:

- 1 Press BACK UP, then press PARA until the cursor is on the *I* of *I will be*.
- 2 Press the SEL key to start selecting the text to be cut. The select mark appears and the line of text after the select mark moves down.

◆

```
I will be taking my vacation in October.
```
- 3 Press LINE to move the cursor to the next line, which is blank. This selects the text for cutting.
- 4 Press CUT to remove the selected line.

- 5 Press RUB CHAR OUT to move the extra blank line before the ruler.
- 6 Press Gold BOT DOCMT (B) to move the cursor to the new location for the cut text.
- 7 Press RETURN to insert a blank line between the last item in the itinerary and the cursor.
- 8 Press SHIFT/PASTE to insert the line you cut at the end of the document.

If you want to copy text to a new location and leave text in its original location, press Gold CUT. The text remains in place, but WPS-PLUS stores a copy of the text in the paste area. Use the PASTE key to insert the text in another location. The text stays in the paste area until you cut text again.

Creating a New Page

To add a second page to the memo:

- 1 Press Gold NEW PAGE (N).

WPS-PLUS inserts a NEW PAGE mark after the sentence *I will be taking*.

A NEW PAGE mark is useful when you need to force a page to start at a certain place. When you print the document, a new page starts at this marker.

- 2 Type below the NEW PAGE mark: APRIL FOOL'S!!

When the memo is printed, *APRIL FOOL'S!!* appears at the top of the second page.

Inserting Page Numbers

You can give special formatting instructions by inserting a control block in your document. You can print text, and page or section numbers, at the top or bottom of each page (insert headers or footers). You can print text in columns (do multicolumn printing). Control blocks never appear in your printed document.

To print a page number on the second page of your document:

- 1 Press BACK UP and LINE to put the cursor on the *A* of *APRIL*.
- 2 Press Gold CMND to insert a START CONTROL marker. The CMND function is on the key with the left bracket ([).

----- START CONTROL -----

The START CONTROL marker begins a control block.

- 3 Type BOTTOM.

The BOTTOM command inserts text at the bottom of the page, in a footer. To print a page number at the top of the page, in a header, you would use a TOP command instead.

- 4 Press RETURN three times to put blank lines between the page number and the text above it.
- 5 Type \p (backslash p).

The \p command puts a page number in the footer.

- 6 Press Gold CENTR (C) to center the \p command.

----- START CONTROL -----

BOTTOM

\P

Now WPS-PLUS will center the page number.

- 7 Press Gold CMND to insert an END CONTROL marker.

```
----- START CONTROL -----  
BOTTOM
```

```
----- \P  
----- END CONTROL -----
```

The END CONTROL marker ends the control block.

This control block tells WPS-PLUS to print a page number centered at the bottom of the second page. The position of the control block, right before a NEW PAGE mark, keeps the first page from getting a number.

To number the first page too, use cut and paste to move the control block to the top of your document.

See *WPS-PLUS Editor Functions* for more information about control blocks.

Page numbers will not appear while you are in the editor. Figure 5 shows the Summer Plans document as it looks in the editor, so you can check your work.

Lesson: 4 Editing the Memo

-----TOP-----
L-----T-----T-----T-----T-----T-----T-----T-----T-----R
INTEROFFICE MEMO

TO: Pat
FROM: Robin
SUBJECT: Summer Plans

DATE: April 1

In an effort to expand my Professional horizons this summer, I have arranged to attend two conferences, two symposiums, and an exposition. I will be gone from May 1 to September 30.

This memo outlines my travel plans. It lists the date of each event, its location, and the hotel where I can be reached.

DATE	CONFERENCE	LOCATION	HOTEL
May 1-31	New Markets	London	Claridge's
June 1-30	Personnel Perks	Paris	Georges V
July 1-31	Encouraging Sales	Victoria, B.C.	Empress
August 1-31	Buying and Testing Quality Products	Waikiki	Royal Hawaiian
September 1-28	Avoiding Burn-out	Santa Fe	La Posada

I will be taking my vacation in October.

----- NEW PAGE -----
----- START CONTROL -----
BOTTOM

 \p
----- END CONTROL -----
APRIL FOOL'S!!

Figure 5 Summer Plans Document

Filing the Edited Memo

At the end of an editing session, you can either file the document, saving all the changes, or you can file the document without saving any changes.

To file the memo and save all the changes, press Gold FILE DOCMT (F). The previous version of the memo is erased and the new version is saved in the directory. WPS-PLUS does not save both versions.

To leave the editing session without saving the changes to the memo, press Gold QUIT (K). WPS-PLUS asks you if you really want to end the edit session without saving your edits. If you type Y or Yes, WPS-PLUS deletes your edits. The earlier version of the memo remains in the File Cabinet.

Storing Text for Use in Other Documents

If you want to use the same text in several documents, you can store the text in a library or abbreviation document, then insert the text when you need it.

In a library document, you store text under a short name. In an abbreviation document, you store text under a two-letter abbreviation. When you need the stored text, call for it by its short name or abbreviation.

Store the heading for the Summer Plans document under the short name MEMO in a library document named HEADINGS.

Do these steps:

- 1 Type C (for Create) to create the library document, and press RETURN.
- 2 Type HEADINGS as the document title (include subdirectory names before the title, if necessary) and press RETURN. Later on, you may want to store other headings in this library document.

The screen clears and you are in the editor.

3 Type the following text:

<<MEMO>>INTEROFFICE MEMO

TO:

FROM:

SUBJECT:

DATE:

MEMO is the short name that will be associated with this heading. If you store other headings in the document, give each heading a different short name. You must include the angle brackets around the short name.

4 Press Gold FILE DOCMT (F).

Now that you have stored the memo heading, you can insert it in any document you are creating or editing.

To insert the memo heading:

- 1 Use the C (Create) or E (Edit) option to start the editor.
- 2 Press Gold MENU (M).
The Editor Menu appears.
- 3 Type LD (for Library Document) and press RETURN.
- 4 Type HEADINGS as the library document title and press RETURN.
This tells WPS-PLUS which library document to use.
- 5 Type OK and press RETURN to leave the Editor Menu and return to the editor.
- 6 Move the cursor to where you want the heading.
- 7 Press Gold LIBRY (L).
WPS-PLUS asks you to type in the short name.
- 8 Type MEMO and press RETURN.
WPS-PLUS inserts the memo heading in your document.

Lesson 5: Printing the Memo

In this lesson, you learn how to print documents. You can print any document that is filed in your Document Index.

Preparing to Print the Memo

To prepare for printing a document:

- 1 Be sure the printer is turned on.
- 2 Position the paper in the printer at the first line of a new page.
- 3 If your document is on a diskette, make sure the document diskette containing Summer Plans is in drive B.

Filling out the Print Information Form

On the Print Information form, you tell WPS-PLUS which printer to use and how many copies to print.

To display the Print Information form, enter the P (Print) option from the Document Processing Menu and press RETURN. If you have a diskette-based system, insert the PRINT,EDIT,COMMS diskette into drive A when instructed, and press any key. The Print Information form appears. The current document is listed in the Document to Print field. See Figure 6.

```

                                Print
                        Print Information

Document to Print:
1 SUMMER PLANS
Document destination: _____
Device type: _____
Number of copies: 1
Do you want to change Print settings? N
Enter information and Press RETURN.
```

Figure 6 Print Information Form

To print the memo, fill out the form as follows:

- 1 If SUMMER PLANS does not appear in the Document to print field, and the document is on diskette, type the document name SUMMER PLANS.

Type over any name in the field and delete extra characters by pressing the space bar.

```
Document to Print:
SUMMER PLANS  <SHIFT/DOWN ARROW>
```

If you enter the name of a document that does not exist, WPS-PLUS tells you there is no document with that name. Use the I (Index) option from the Document Processing Menu to check other drives and directories for the correct name.

The Document to print line accepts either the document name or number. You can get the document number from the document index.

If the current index has the drive (and any subdirectory) you want to print from, the document name or number is all you need to type. To print from a different subdirectory or drive, include a path name on the Print Information form.

- 2 Press SHIFT/Down Arrow to move to the Document destination field.
- 3 Type PRINTER in the Document destination field and press SHIFT/Down Arrow.

Document destination: PRINTER <SHIFT/DOWN ARROW>

- 4 To use any printer in draft mode, enter IBM5152 and press SHIFT/Down Arrow.

Draft mode may not give you the full functionality of your printer. If you have installed a printer table for your printer, type the printer type in the Device type field, and press SHIFT/Down Arrow.

For example:

Device type: LA210<SHIFT/DOWN ARROW>

See *WPS-PLUS on PC* for information about printer tables and device types. See *WPS-PLUS Installation and Printer Tables* for information about printer tables.

- 5 In the Number of copies field, type the number 1 and press SHIFT/Down Arrow.

Number of copies: 1 <SHIFT/DOWN ARROW>

- 6 In the Do you want to change print settings field, press RETURN to indicate that you do not want to change the print settings.

Do you want to change Print settings? N <RETURN>

Messages tell you WPS-PLUS is formatting and printing the document.

Print settings are values that control the appearance of the document. Print settings control the number of lines in the top and bottom margins, the number of lines on a page, the print darkness, and other formatting characteristics. Some print settings take effect only on letter-quality printers.

When you print the memo without changing the print settings, WPS-PLUS uses the settings already on the print forms. Those settings, called default settings, control the number of lines per page, half-line spacing, automatic pagination, margin widths, and other characteristics.

The next section explains how to change print settings.

Changing the Print Settings

The Print Settings Menu lists the settings you can change when you print a document.

To get to the Print Settings Menu:

- 1 Type P (for Print) at the Document Processing Menu.

The Print Information form appears. The current document is listed along with the last entries you made in each field.

- 2 If necessary, fill out the Print Information form with the memo name, the printer, device type and number of copies, as explained in the previous section.
- 3 In the last field, Do you want to change print settings, type Y and press RETURN.

The Print Settings Menu appears. See Figure 7.

Print
Print Settings

IP	Number on the first page:	<u>1</u>	AP	Auto Paginate (Y/N):	<u>Y</u>
FR	First page printed:	<u>1</u>	TM	Lines in the top margin:	<u>6</u>
TO	Last page printed:	<u>0</u>	BM	Lines in the bottom margin:	<u>6</u>
PS	Total lines per page:	<u>66</u>	CM	Spaces between columns:	<u>0</u>
VP	Vertical lines per inch:	<u>6</u>	PM	Spaces in left print margin:	<u>0</u>
PI	Characters per inch:	<u>10</u>	SE	Sheet feeder control:	<u>REAR</u>
	(pitch)		DA	Print darkness:	<u>NORMAL</u>
EX	Extra half-lines		SP	Shadow print:	<u>N</u>
	between lines:	<u>0</u>			
R1	Replacement character 1:	<u>—</u>	SS	Save Settings:	<u>0</u>
R2	Replacement character 2:	<u>—</u>	RS	Restore settings:	<u>0</u>

ALL Change all print settings

OK Print document

PL Page Layout

Enter selection and press RETURN.

Figure 7 Print Settings Menu

To change the TM (Top Margin) print setting, follow these steps:

- 1 Type TM (Lines in the top margin) and press RETURN.

The cursor moves to just past the 6 of the field.

- 2 Press RUB CHAR OUT to delete the 6.

- 3 Type 10 and press RETURN.

WPS-PLUS moves the cursor to the bottom of the form.

To see the page layout with the new print setting:

- 1 Type PL (Page Layout) and press RETURN to see the positioning of the text on the printed page.

The Page Layout form appears. Notice that the TM setting is the value you entered in the Print Settings Menu. WPS-PLUS uses this setting for all future printings of Summer Plans until you change it.

- 2 Press EXIT SCREEN to return to the Print Settings Menu.
- 3 Type OK and press RETURN to accept the print settings and print the document.

A message tells you the document is being formatted. Then the WPS-PLUS Document Processing Menu appears.

NOTE: You can stop the printer while it is printing a document. For example, you might want to stop the printer to expand the margins. Press the INTERRUPT key to display the Stop Printer Menu, then select the option you want. After you change the print settings, you can restart the printer.

You can find a complete discussion of all the items on the Print Settings Menu in *WPS-PLUS on PC*.

Lesson 6: Deleting Documents

This lesson explains how to delete a document from your Document Index.

When you delete a document, you cannot recover it. For this reason, it is good to back up your document diskettes regularly. For instructions on how to back up diskettes, see the documentation for your PC.

To delete a document:

- 1 Type D (for Delete) at the Document Processing Menu and press RETURN.
- 2 If your document is on diskette, make sure the diskette containing the document you want to delete is in drive B.
- 3 If you have a diskette-based system, when instructed insert the PRINT,EDIT,COMMS diskette into drive A, and press any key.
- 4 The Delete form appears, with the number and name of the current document (in the Document Index) displayed, as in Figure 8.

Delete

Document name:

1 SUMMER PLANS

Enter information and press RETURN.

Figure 8 Delete Form

- 5 If the document you want to delete is not on the form, type the path name and the name or number of the document to be deleted and press RETURN. For example, B:SUMMER PLANS selects a document on diskette and C:\WPSPLUS\SUMMER PLANS selects a document in the \WPSPLUS subdirectory on fixed disk.

WPS-PLUS displays The Delete/Job Description form with the number, path and title of the document to be deleted. See Figure 9. The Delete/Job Description form confirms the document to be deleted. You cannot change information in the fields.

Delete
Job Description

DOCUMENT:

Number 1 Path B:\

Title SUMMER PLANS

Press RETURN to continue.

Figure 9 Delete Job Description

- 6 Press RETURN to delete the document.

If you press RETURN, a message tells you Summer Plans has been deleted. The Delete form appears again. If you have no more documents to delete, press EXIT SCREEN to return to the Document Processing Menu.

If the wrong document is listed on the Delete Job Description, or if you decide not to delete the document, press EXIT SCREEN to go to the Delete form. To delete a different document, enter the correct information. To return to the Document Processing Menu, press EXIT SCREEN again.

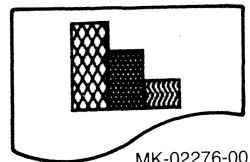
Lesson 7: What Else Can WPS-PLUS Do?

This lesson lists many of the special features of WPS-PLUS. To use these features, refer to *WPS-PLUS Editor Functions*, *WPS-PLUS on PC*, or *WPS-PLUS List and Sort Processing* for instructions.

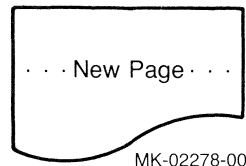
Do Advanced Editing

Use advanced editing features to format your documents:

- Draw diagrams in a document with the Two-Dimensional Editor. For more information, see the Two-Dimensional Editor chapter in *WPS-PLUS Editor Functions*.
- Use Gold GET DOCMT to copy another document into the document you are editing. This topic is discussed in the Moving Text chapter of *WPS-PLUS Editor Functions*.



- Put settings in WPS-PLUS rulers to align decimals, justify the right margin, and indent paragraphs. Rulers are discussed in the Rulers chapter of *WPS-PLUS Editor Functions*.
- Paginate a document automatically or manually. Automatic pagination means that WPS-PLUS breaks a document into pages when you print it. You can use Gold NEW PAGE to insert page-end marks where special page breaks are needed, such as before figures and tables. You can also switch off automatic pagination and use Automatic Gold PAGE to insert page markers you can check before printing the document. See the chapter *Paginating a Document* in *WPS-PLUS Editor Functions* for more information.
- Hyphenate words so that WPS-PLUS breaks them at the margin even if you reformat the text. Hyphenation is discussed in the *Hyphenating Words* chapter of *WPS-PLUS Editor Functions*.



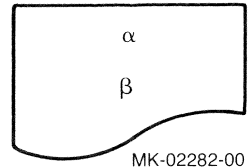
Store Keystrokes

Store frequently used keystrokes in a User Defined Key (UDK). For example, you might define UDK 1 as a key that changes print settings and prints a document. For more information, see the chapter *User-Defined Keys* in *WPS-PLUS on PC*.

Insert Special Characters

Insert composite or multinational characters, technical characters, or superscripts or subscripts into your documents:

- Overlay one character on another, creating a composite or multinational character. For example, you can overlay a slash on a lowercase c to create a cents symbol. See the chapter Composite and Multinational Characters in *WPS-PLUS Editor Functions*.
- Insert technical characters, including letters of the Greek alphabet and mathematical symbols. See the chapter Technical Character Set in *WPS-PLUS Editor Functions*.
- Insert a superscript or subscript. This topic is discussed in the chapter Subscripts, Superscripts, and Complex Expressions in *WPS-PLUS Editor Functions*.



Do Math Calculations

Do math calculations on numbers in your documents. With formulas placed in Editor Math areas, you tell Editor Math what to do. For example, an Editor Math area can average a column of numbers. For more information, see the Editor Math chapter of *WPS-PLUS Editor Functions*.

Communicate with Other Computers

Use your PC as a terminal on a VAX or other host computer, or transfer documents to and from the host. The topic is covered in the Communications chapter of *WPS-PLUS on PC*.

Convert Non-WPS-PLUS Files for Use with WPS-PLUS

Convert files created with other word processors or editors for use with WPS-PLUS or convert WPS-PLUS documents to other formats for use in non-WPS-PLUS environments:

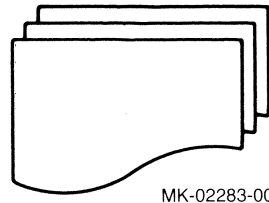
- Convert ASCII files to WPS-PLUS formatted documents and WPS-PLUS documents to ASCII files.
- Convert DX formatted documents to WPS-PLUS formatted documents and WPS-PLUS documents to DX format.

Document conversion is covered in the chapter *Converting Documents in WPS-PLUS on PC*.

Process Lists to Create Form Letters, Reports, Memos, and Tables

Format and sort lists for output:

- Use List Processing to produce many copies of the same document with certain information changing from one copy to the next. You might use List Processing to merge a form letter with a sorted list of names and addresses to produce personalized letters.
- Use Sort Processing to arrange lists in ascending or descending and numerical or alphabetical order. Use the sorted lists in List Processing.



List and Sort Processing are discussed in *WPS-PLUS List and Sort Processing*.

Lesson 8: Frequently Asked Questions

This lesson contains the answers to questions people frequently ask when they are learning to use WPS-PLUS.

Q: How long will diskettes last?

A: An average diskette lasts for about 5 months of continuous use before developing problems.

Q: How often should I back up diskettes?

A: Always keep a back up copy.

Q: Can I change diskettes while the PC is on?

A: Yes, and you should change WPS-PLUS diskettes while the PC is on. On diskette-based systems, you must insert the WPS-PLUS SYSTEM diskette, or WPS-PLUS feature diskette, in drive A. WPS-PLUS messages tell you when to remove and replace diskettes.

Q: Why format a blank diskette?

A: When you format a diskette, the formatting program erases all information on the diskette. Then the formatting program writes some information the PC needs on the diskette. Among other things, the information tells the PC whether the diskette is a document or system diskette.

Q: Why create document diskettes when there is plenty of room on the fixed disk for documents?

A: The biggest advantage of putting your documents on a diskette is security. The diskette can be locked away, if necessary, whereas documents on the fixed disk can be read by anyone with access to the system. Also, keeping documents on a diskette protects them from accidental deletion or alteration by other users.

Q: Can I edit the WPS-PLUS index?

A: No, the index cannot be edited directly. You can change the content of the index with the C (Create) and D (Delete) options. You can display a different index by typing a different drive (and directory) when you use the I (Index) option. See *WPS-PLUS on PC* for information on renaming documents and other handling techniques.

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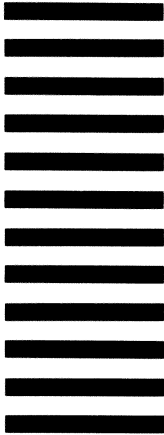
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